

EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

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BULLETIN NO. 75-5

September 5, 1974

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Special Analysis of Federal Technical Assistance  
Provided to State and Local Governments

1. Purpose. This Bulletin provides instructions for the submission of information required to prepare an analysis of Federal technical assistance to State and local governments.

2. Background. The Office of Management and Budget has initiated and is coordinating a major effort, in cooperation with departments and agencies, to review and assess the scope of technical assistance provided to State and local governments by the Federal Government.

3. Objectives. The objective of this Bulletin and subsequent review of the required submissions is to provide an informational basis for the development of a coordinated Federal technical assistance strategy to improve the management capability of executive officials of State and local government.

Major steps in the development of this strategy are: determining the amount, type and objectives of technical assistance activities currently being provided by the Federal agencies to State and local governments; assessing the impact of present efforts; assessing the need of State and local governments for such assistance; and identifying the most appropriate means for meeting those needs.

This Bulletin is specifically concerned with determining the amount, type, and objectives of technical assistance provided to State and local governments by Federal agencies. The requested information will be analyzed in connection with the preparation of the President's Budget for 1976.

4. Definitions. For purposes of this Bulletin, a technical assistance activity is one whose primary purpose is to improve the capability of State or local government executive officials to effectively manage their programs or provide services to their constituents.

More specifically, this analysis is concerned with that assistance in the form of funds, manpower, or information, which contributes to the improvement of the executive management capability of elected officials and chief administrative officials of State and local governments. Among others, this includes: elected and appointed chief executive officers and their staffs, such as governors, mayors, city or county managers and chief administrative officers; State and local legislative bodies and their staffs, such as State legislatures and city or county councils; and the heads of major program areas or departments, such as a State secretary of health or a city director of public safety. Such improved executive management capability make take the form of improved analytical capability, increased policy level staff resources, or improved management skills.

Technical assistance may consist of funding through grants or contracts, training, seminars, workshops, conferences, technology transfer, research utilization, personnel exchange, on-site Federal manpower assistance, information services and dissemination, and other similar activities.

Technical assistance does not include conventional public information services such as program descriptions and other public relations activities, assistance to individuals, private nonprofit groups or industry, loans, insurance, or other assistance that is not directed toward improving the executive management capabilities of the State and local governments.

Technical assistance that is primarily of interest to functional technical specialists is not to be included under this Bulletin. Examples of this would include highway design specifications or techniques for pollution measurement. However, that assistance to improve the management of broad functional areas such as transportation, general administration, and environment is included.

5. Reporting Requirements. Those departments and agencies which presently provide or plan to provide technical assistance as defined in paragraph 4, will submit by September 30, 1974, an original and 2 copies of the following:

a. An agency summary by appropriation or fund account, to be prepared in the format of Exhibit 1 and in accordance with the instructions contained in Attachment 1.

b. A short narrative in the form of Exhibit 2, for each activity listed in Exhibit 1.

At a minimum, reports will be required from all the departments and agencies listed in Attachment 2. Agencies not having activities fitting the definitions of this Bulletin will submit negative reports.

6. Inquiries. Inquiries, requests for assistance, and the reports required herein should be addressed to the Evaluation and Program Implementation Division, Office of Management and Budget, phone 395-5642 or 395-3870 (code 103).

ROY L. ASH  
DIRECTOR

Attachments

ATTACHMENT 1  
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INSTRUCTIONS FOR COMPLETION OF EXHIBIT 1

1. Include department, agency, bureau, or other major organizational element names.
2. Provide the title of the appropriation or fund account from which the activities listed are supported, whether or not the listed activities constitute all of the "account."
3. Provide appropriation identification code number(s).
4. Provide the name or title of the activities which the agency carries out. When there is more than one element within a department, complete separate budget summaries for each. If there is no formal title for the activity, use the agency's common reference name. If there are several separate projects, such as those that might be funded from discretionary funds, they may either be listed separately or combined under a title such as "special projects." However, if they are combined, they should generally have similar purposes so as to enable adequate description under one listing on Exhibit 2.
5. Complete the obligations columns as indicated. Dollar amounts should be the amount obligated for FY 1974 and the amounts available for obligation for FY 1975 and FY 1976 (as tentatively planned).
6. Complete the Personal Services columns as indicated. If agency accounting will not provide man-years broken out for activities as defined herein, best estimates will be acceptable. Personal services as used here is to be only Federal employees providing direct technical assistance. It does not include agency contracts with a non-Federal organization. Contracts with non-Federal organizations should be reported under the funding columns.

FEDERAL TECHNICAL ASSISTANCE ACTIVITY

Agency Summary

Agency: Department of Government, Bureau of Intergovernmental Programs

Appropriation or Fund Account Title: Government Assistance Program

Appropriation or Fund Identification Code: 24-05-0789-5-7-375

	Funding (Obligations in Thousands)			Personal Services (Man-years)		
	1974 actual	1975 est.	1976 est.	1974 est.	1975 est.	1976 est.
Research and Demo.	78.5	80.0	82.4	. . .	. . .	. . .
Special Projects	6.7	5.0	2.0	14	8	6
Grants to States	1,750.3	1,545.5	1,500.0	. . .	. . .	. . .
Grants to Cities	647.8	625.0	650.0	. . .	. . .	. . .
Intergov. Asst. Team	. . .	. . .	. . .	47	45	45
Training	21.7	32.0	35.5	6	12	. . .
Totals	2,505.0	2,287.5	2,269.9	67	65	51

Format for Agency Narrative Statement  
FEDERAL TECHNICAL ASSISTANCE ACTIVITY

AGENCY:

ACTIVITY TITLE:

DESCRIPTION:

AUTHORIZATION:

OBJECTIVES:

USE AND USE RESTRICTIONS:

ELIGIBILITY REQUIREMENTS:

INTENDED BENEFICIARY:

TYPES OF ASSISTANCE:

1. Funding       yes       no.  
If yes, who are funds provided to?
2. Manpower       yes       no.  
If yes, briefly describe who and how.
3. Informational Services       yes       no.  
If yes, briefly describe who prepared information  
and how it is distributed.

ACCOMPLISHMENTS:

(Briefly describe best judgment of usefulness or effects,  
and give one or two examples.)

REGULATIONS AND GUIDELINES:

(Cite references.)

RELATED TECHNICAL ASSISTANCE PROGRAMS:

RELATED NONTECHNICAL ASSISTANCE PROGRAMS:

FUTURE PLANS:

AGENCIES REQUIRED TO REPORT

Department of Agriculture  
Department of Commerce (\*including Regional Commissions -  
see below)  
Defense, Civil Functions  
Department of Health, Education, and Welfare  
Department of Housing and Urban Development  
Department of the Interior  
Department of Justice  
Department of Labor  
Department of Transportation  
Department of the Treasury  
Environmental Protection Agency  
General Services Administration  
National Aeronautics and Space Administration  
Veterans Administration  
Civil Service Commission  
Small Business Administration  
Tennessee Valley Authority  
ACTION  
Advisory Commission on Intergovernmental Relations  
American Revolution Bicentennial Administration  
Appalachian Regional Commission  
\*Coastal Plains Regional Commission  
Commission on Civil Rights  
Consumer Product Safety Commission  
Council on Environmental Quality  
Delaware River Basin Commission  
Equal Employment Opportunity Commission  
Federal Energy Administration  
\*Four Corners Regional Commission  
Joint Federal-State Land Use Planning Commission for Alaska  
National Commission on Productivity  
National Science Foundation  
\*New England Regional Commission  
Office of Economic Opportunity  
\*Old West Regional Commission  
\*Ozarks Regional Commission  
Pacific Northwest Regional Commission  
Smithsonian Institution  
Special Action Office for Drug Abuse Prevention  
\*Upper Great Lakes Regional Commission  
Water Resources Council

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